



IDENTIFICATION SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize, supervise and participate in skilled technical work as it relates to the Identification Section

Supervision Received and Exercised:

Receives general supervision from the Police Detention and Support Administrator.

Exercises direct supervision over Civilian Identification Technicians and Fingerprint Technicians.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives for the identification section; establish work schedules and internal policies and procedures to achieve objectives; implement and ensure compliance with policies and procedures.
- Ensure the collection, preservation, and interpretation of evidence from major crime scenes, and that required photographs are taken; assist detectives to conduct crime scene investigations; personally perform required field tasks as required.
- Supervise and participate in the examination of latent fingerprints; review comparisons to confirm accuracy; complete fingerprint records.
- Knowledge of and ability to operate, oversee, and maintain various technologies such as digital photography, digital darkroom, automated fingerprint identification systems, digital mug photo systems, etc.; research, evaluate, and assist in the purchase of new technology, equipment, identification methods; ensure equipment is properly calibrated and tested.
- Prepare and review written reports of identification tasks performed, examinations conducted, and documentation assembled; testify in court as an expert witness concerning latent print/fingerprint comparisons and crime scene investigations.

Effective August, 1999

Revised Jan 2002 (Title Change)

Revised April 2004 (Duties Change)

CITY OF TEMPE
Identification Supervisor (continued)
Police Department

- Maintain contact and liaison with Police Department personnel involved in criminal investigations and evidence gathering, other police agencies, and the State of Arizona Crime Lab staff.
- Prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; recommend and implement disciplinary action where appropriate.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preference at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of experience as an identification technician.

Training:

Equivalent to completion of the twelfth grade supplemented by training in identification techniques, digital photography, or a related field.

Licenses/Certifications:

May require the possession of, or the ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 3415

Salary Range: 31

FLSA: Non-Exempt